
Welcome to...

**Report Generation –
Standard General
Ledger (SGL)**

Welcome and Introductions



Course Prerequisites



- ✓ Change Discussions
- ✓ RWD SAP 4.6C
- ✓ Treasury Guidance for 224 (I TFM 2-5100)
- ✓ OMB Guidance for Consolidated Financial Statements (OMB Bulletin No. 01-09)



Course Objectives



- At the end of this course, individuals should be able to:
 - Utilize SAP R/3 to generate reports
 - Utilize Business Warehouse (BW) to generate reports
 - Understand when and how to use some of the SGL reports offered in SAP R/3 and BW
 - Access OLQR to aid in performing tasks related to report generation



Benefits of Report Generation – Purchasing



- SAP and BW provide an automated means to:
 - Display detailed reports
 - Obtain transactional and analytical data respectively



Course Schedule



<u>Agenda Item</u>	<u>Time (hr)</u>
1. Introduction	00:15
2. Background	00:10
3. Topic 1: SAP R/3 Report Generation	01:00
4. Topic 2: BW Report Generation	00:30
5. Topic 3: Transaction Register	00:15
6. Topic 4: Trial Balance Report	00:20



Course Schedule Continued



<u>Agenda Item</u>	<u>Time (hr)</u>
7. Topic 5: GL Account Balance and Exception Reports	00:25
8. Topic 6: SF-224 - Statement of Transactions	00:15
9. Topic 7: Financial Statements	00:45
10. Course Summary	00:15
Total Course Time	04:00 hrs



Course Structure



- Process Flows
 - Overview of key business processes and related SAP concepts
- Demonstrations
 - Trainer-led examples of key SAP transactions
- Exercises
 - Real-life business tasks using Core Financial business procedures
- Training Course Feedback
 - Assessment of course effectiveness using the on-line training course feedback form



Course Tool: On-Line Quick Reference



- Purpose of the On-Line Quick Reference (OLQR) tool:
 - Provide procedures, job aids, and Help content via the Intranet
 - Assist during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)



Prepare Your Workspace



- Take a few minutes to prepare your training workspace:
 - Review the reference materials; become familiar with the content
 - Logon to SAP R/3



Background Knowledge

Background Knowledge



- Key definitions:

- **Characteristics:** An evaluation group, providing data set classification
- **Characteristic values:** The permitted values of a characteristic in the master data
- **Drill down:** To view more detailed information about the data contained in a report
- **Key figures:** Values or quantities
- **Filter Cells:** Contain characteristics that are used or may be used to select filters on
- **List:** The results of a report or the report's output
- **Parameters:** Report parameters determine the layout features of the report, such as the page format of the report and the numeric format of the report data



Background Knowledge



- Key definitions:

- **Query:** A data evaluation based on the selection of characteristics and key figures
- **Results Area:** The lower portion of the workbook that displays the result set from the query, along with column headers and subtotals by drill down characteristic, and grand totals
- **Scope of List:** Parameters that define scope of lists determine the information to be displayed in the list. Scope of list controls whether certain information is displayed with the item data
- **Selection Criteria:** Specified data to be included in a report
- **Workbook:** A Microsoft Excel file with several worksheets



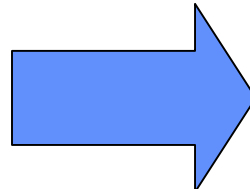
Background Knowledge



Differences between the previous system and SAP/BW:

Old system:

- Center specific reporting tools
- Data redundancy and inconsistent information



SAP/BW system:

- Agency wide standard for reporting
- Standardized information and processing and recording of financial events efficiently

Topic 1

SAP R/3 Report Generation

Topic 1: Overview



- SAP Report Generation
 - Transactional data or current day's data
 - Features/capabilities of SAP R/3 reporting function



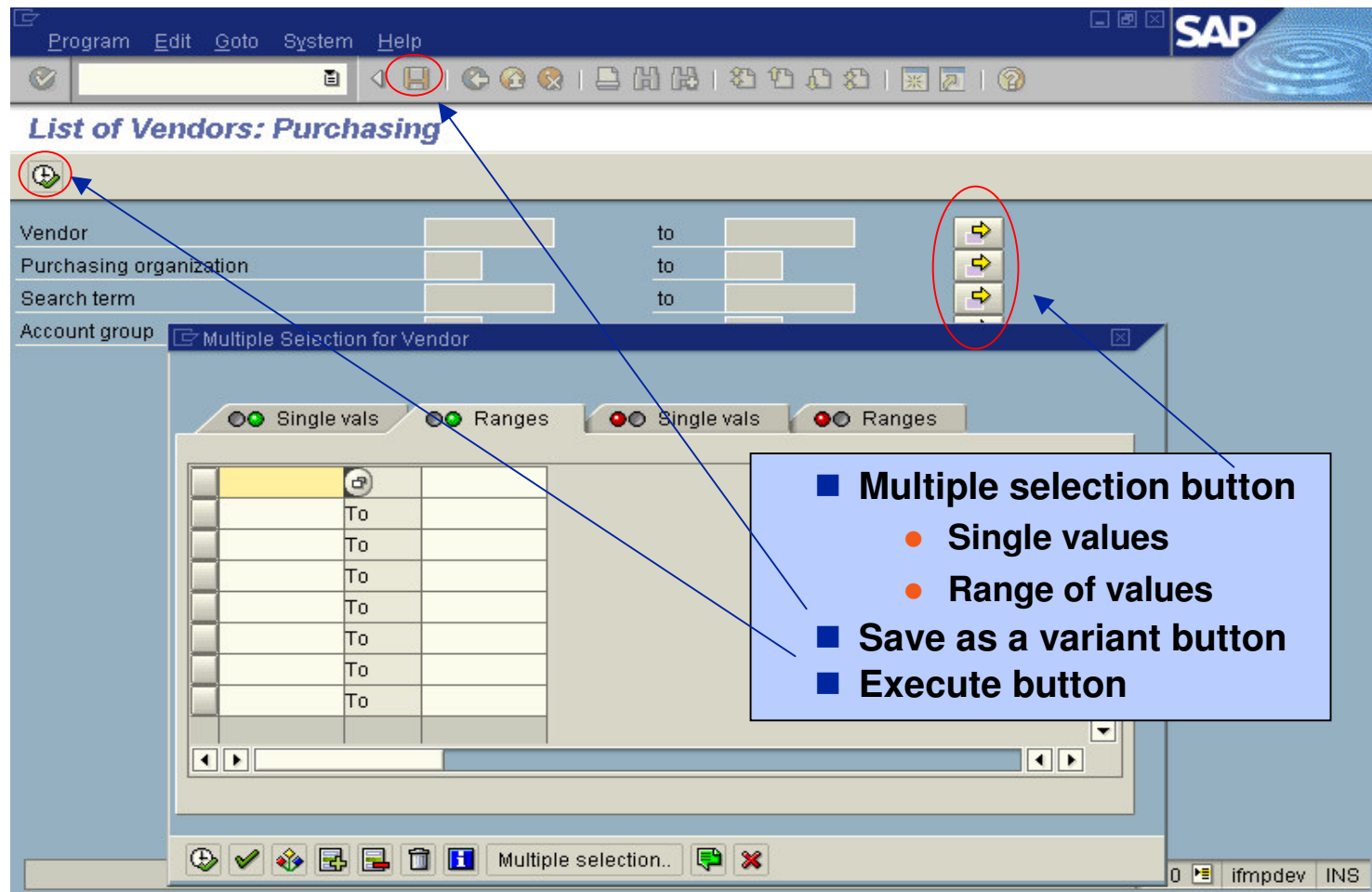
Topic 1: Objectives



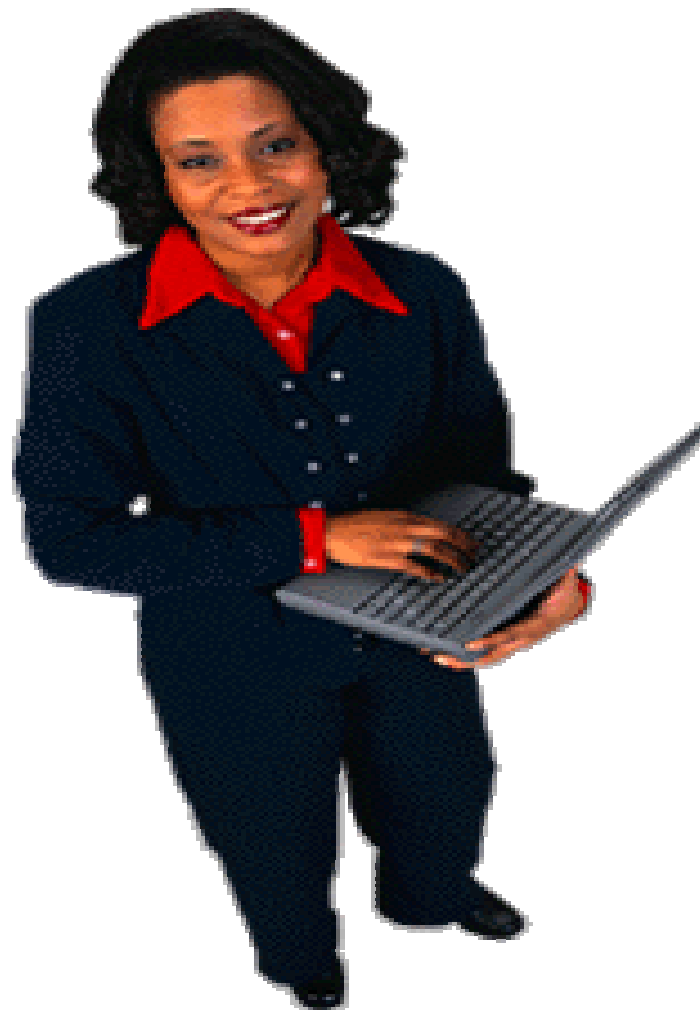
- Upon completion of the SAP Report Generation topic, individuals should be able to accomplish the following:
 - Select criteria and save a variant
 - Drill down
 - Display layouts
 - Print and export to Excel
 - Run a report in the background

Topic 1: Display List of Vendors

SAP R/3 Report: Display List of Vendors



Demonstrations and Exercises Introduction



Demonstrations and Exercises



- **Select Criteria**
- **Drill down**
- **Display Layout**
- **Print and Export a Report**



Topic 1: Running a Report in the Background



Menu path to execute a report in the background

The screenshot shows the SAP 'Purchase Requisition' selection screen. The 'Execute' menu is open, showing options: 'Execute' (F8), 'Execute and print' (Ctrl+P), 'Execute in background' (F9), and 'Exit' (Shift+F3). The 'Execute in background' option is highlighted. The main screen displays various selection criteria for purchase requisitions, including Purchasing Group (C00), Material Group (10), Requirement Tracking Number, Scope of list (A), Plant (MSFC), Document type (ZL), Item category, Account assignment category, Delivery date (09/03/2002 to 10/31/2002), Release date, Materials planner/controller, Processing status, Fixed vendor, Requisitioner, Short text, and Sort indicator (1). The 'Assigned purchase requisitions' checkbox is checked. The bottom status bar shows '150' items, 'ifmpdev' user, and 'INS' status.

Field	Value	Field	Value
Purchase Requisition		to	
Purchasing Group	C00	to	MNH
Material		to	
Material Group	10	to	65
Requirement Tracking Number		to	
Scope of list	A		
Plant	MSFC	to	
Document type	ZL	to	ZP
Item category		to	
Account assignment category		to	
Delivery date	09/03/2002	to	10/31/2002
Release date		to	
Materials planner/controller		to	
Processing status		to	
Fixed vendor		to	
Requisitioner			
Short text			
Sort indicator	1		

☒ Assigned purchase requisitions
☐ Closed requisitions

Status bar: 150 ifmpdev INS

Topic 1: Running a Report in the Background



Output parameters to report in the background

A screenshot of the 'Background Print Parameters' dialog box in SAP. The dialog is divided into several sections: 'Output device' (MSF-4663-C121-4663_C121_A), 'Number of copies' (1), 'Number of pages' (Print all), 'Spool request' (Name: RM06BA00_BAK), 'Spool options' (Print immediately, Delete after output, New spool request, Print priority: 5 Medium, Spool retention per.: 8 Day(s), Archiving mode: Print only), 'Cover sheets' (SAP cover page, OperSys cover page, Selection cover page, Recipient: BAKERLE, Department), 'Print settings' (Report page: 65 Rows, Report width: 80 Columns, Format: X_65_80), and a 'User-specific print parameters' checkbox at the bottom. A sidebar on the left lists various report categories like Purchase Requisition, Purchasing Group, Material, etc.

Topic 1: Debrief



- Select criteria
 - Restricting the report
 - Saving a variant when appropriate
- Drill down
 - Accessing detailed reports and source documents
- Display layout
 - Navigating through the report
 - Utilizing sorting and summation features
- Print and export a report
 - Choosing from various print options
 - Exporting to Excel to format, save, and/or print
- Run a report in the background
 - Processing reports without tying up a session or opening multiple session



Topic 2

BW Report Generation

Topic 2: Overview



- BW Report Generation
 - Combines data across functional area
 - Accepts non-SAP data
 - Allows end-user to access and format data from a web browser
 - Presents data in another application

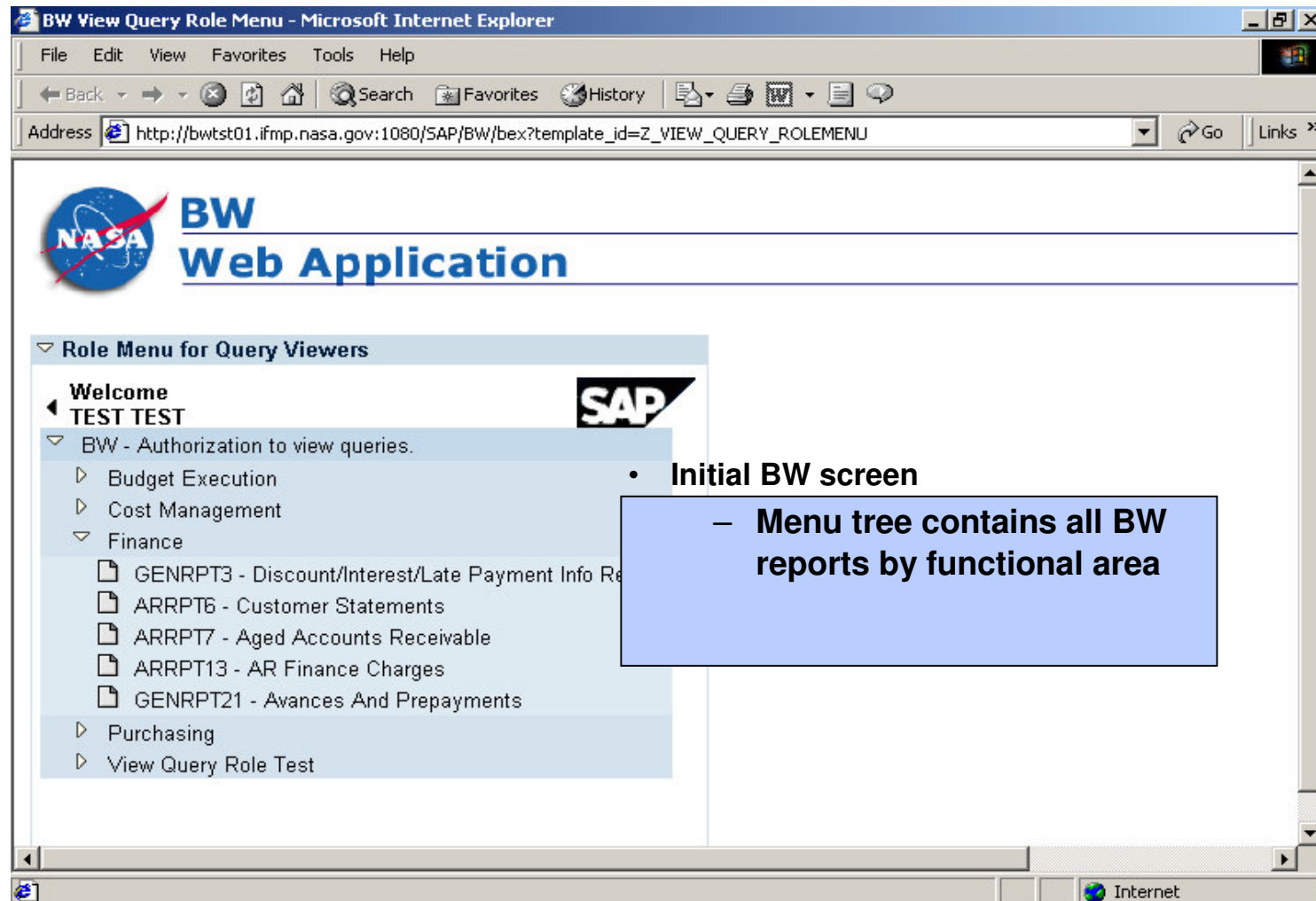
Topic 2: Objectives



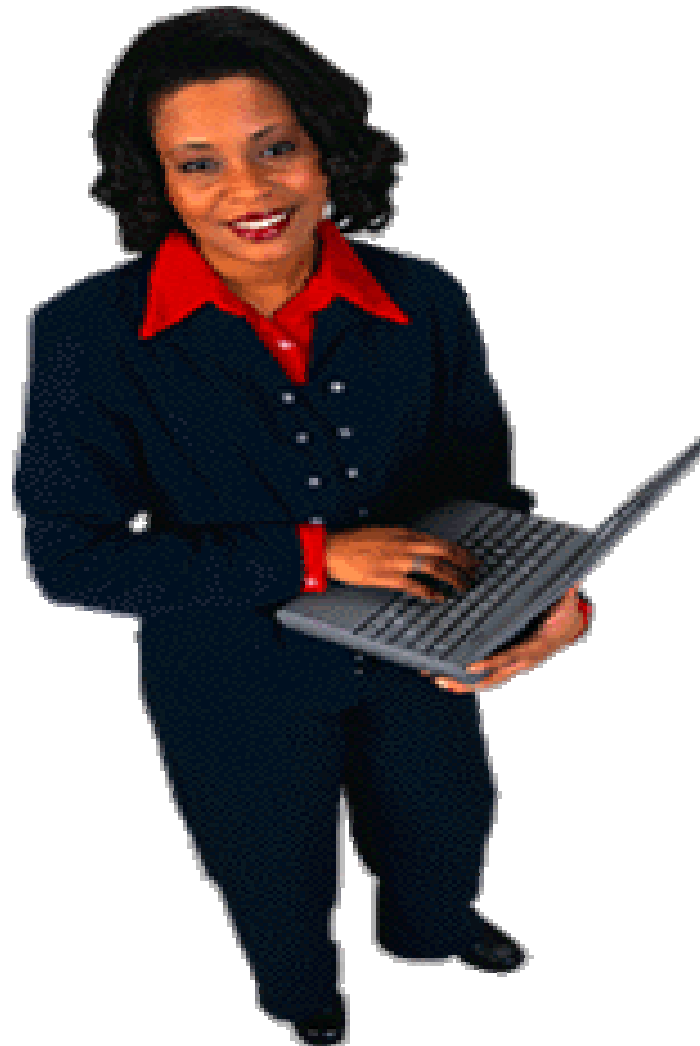
- Upon completion of the BW Report Generation topic, individuals should be able to accomplish the following:
 - Logon to BW
 - Select the applicable query
 - Sort the report
 - Drill down
 - Format the report
 - Attach and remove a chart
 - Print and save the report as a web page
 - Export the data to an Excel workbook



Topic 2: Payment Methods



Demonstrations and Exercises Introduction



Demonstrations and Exercises



- Running a BW Query from a Web Browser

Topic 2: Debrief



- Features of BW
 - Select criteria
 - Filter the report
 - Sort the report
 - Drill down to greater detail
 - Hide a column
 - Attach a chart
 - Print and save a report as a web page
 - Export a report to Excel



Topic 3

Transaction Register

Topic 3: Overview



- Transaction Register
 - Displays daily transactions
 - Run on demand by the Management Information Generator
 - Analyzed by the Financial Information Analyst



Topic 3: Objectives



- Upon completion of the Transaction Register topic, individuals should be able to accomplish the following:
 - Describe uses of the Transaction Register
 - Define the process for accessing the Transaction Register in SAP

Topic 3: Transaction Register



- Transaction Register
 - Enables the end-user to verify that transactions were posted correctly
 - Displays debit and credit impact to the general ledger



Topic 3: Transaction Register



- Standard Selection Criteria
 - Fiscal year
 - Posting period
 - Posting date
 - Entry date
 - User name
 - Reference document number
 - Company code
 - Fund
- Dynamic Selection
 - Actual line item table for US Federal Government
 - Business area
 - Cost center
 - WBS element



Topic 3: Transaction Register

03/19/2002 12:52:00 Transaction Register 1

Ref. Doc.	Pstg date	Period	Year	CoCd	Curr	Doc.no.	Fund	Funds ctr	Cmnt item	Account	Debit Amount	Credit Amount
0100000010-1	12/11/2001	3	2002	NASA	USD	100000010	MS442001D	NASA	LIAB	6101.2100	500,000.00-	
						100000010	MS442001D	NASA	NONR	1730.0100	500,000.00	
* 0100000010-												
USD												500,000.00-
0100000011-1	12/12/2001	3	2002	NASA	USD	100000011	MS442001D	NASA		01.2100		600,000.00-
						100000011	MS442001D	NASA		00.0100	600,000.00	
0100000011-												
USD												600,000.00 600,000.00-
0100000012			3	2002	NASA	USD	100000012	MS442001D	NASA	LIAB	6101.2100	600,000.00
						100000012	MS442001D	NASA	NONR	1730.0100	600,000.00-	
* 0100000012-1												
USD												600,000.00- 600,000.00

Reference Document Number

Fund

GL Account

Debit Amount

Credit Amount

Total Activity

Topic 3: Debrief



- Upon completion of the Transaction Register topic, individuals should now be able to accomplish the following:
 - Define uses of running the Transaction Register
 - Process for accessing the Transaction Register in SAP



Topic 4

Trial Balance

Topic 4: Overview



- Trial Balance
 - Displays beginning balance, debit and credit balances for transactions during the period, and ending balances for each GL account
 - Run on demand by the Management Information Generator
 - Analyzed by the Financial Information Analyst

Topic 4: Objectives



- Upon completion of the Trial Balance topic, individuals should be able to accomplish the following:
 - Describe uses of the Trial Balance
 - Define the process for accessing the Trial Balance in SAP



Topic 4: Trial Balance



- Trial Balance
 - Most useful at month or year-end, as it aids in validating the relationship between budgetary and proprietary accounts.
- Selection Options
 - Fiscal year
 - Company code
 - Period



Topic 4: Trial Balance

03/19/2002 13:03:29

Debits and Credits for the period

Ending balance

2

2002

16

GL account

Beg Balance

Beginning balance

GL Account	Beg Balance	Debits	Credits	End Balance
4110.0000		63263,500,000.00		63263,500,000.00
4210.0000		255,000,000.00		255,000,000.00
4450.0000		63513,500,000.00	63518,500,000.00	10005,000,000.00
4510.0000		66263,500,000.00	66263,500,000.00	
4590.0000		250,000,000.00	250,000,000.00	
4610.1000		84763,500,000.00	84763,500,000.00	
4610.2000		82568,138,853.56	135152805,985.47	52584,667,131.91-
4700.0000		130,349,721.00	1,001,140,651.00	870,790,930.00-
4801.0000		5,063,708.00	57,867,749.02	52,804,041.02-
4802.0000		300.00		300.00
4901.0000		808,522.47	5,246,408.54	4,437,886.07-
4902.0000			800,311.00	800,311.00-
* Budgetary		351013361,105.03	351013361,105.03	
* Proprietary		449974017,719.52	449974017,719.52	

Total debits and credits for Budgetary and Proprietary GL accounts

Topic 4: Debrief



- Individuals should now be able to accomplish the following:
 - Describe uses of the Trial Balance
 - Define the process for accessing the Trial Balance in SAP



Topic 5

GL Account Balance and Exception Reports

Topic 5: Overview



- GL Account Balance and Account Balance Exception Reports
 - **GL Account Balance Report**
 - Displays GL account balances at the Center or Agency
 - Account Balance Exception Report
 - Displays GL accounts with abnormal balances
 - Run on demand
 - Drill down capability to original documents for all Centers
 - Analyzed by the Financial Information Analyst
 - Report accessible by all SGL roles



Topic 5: Objectives



- Upon completion of the GL Account Balance and Exception Reports topic, individuals should be able to accomplish the following:
 - Describe uses of the GL Account Balance and Exception Reports
 - Define the process for accessing the GL Account Balance and Exception Reports in SAP

Topic 5: GL Account Balance and Exception Report



- GL Account Balance and Exception Report
 - The GL Account Balance report displays account balances by line items
 - The Account Balance Exception report pinpoints GL accounts that have an abnormal balance
 - Both of these reports are used to periodically monitor GL accounts and ensure that they reconcile
- Selection criteria
 - GL account
 - Company code
 - Fiscal year
 - Business area



Topic 5: GL Account Balance Report



SAP

Account Edit Goto Environment System Help

G/L Account Balance Display

Document currency Document currency Document currency Business area Business area Business area

Account number 4902.0000 Expended Auth Paid
 Company code NASA Agency
 Business area *
 Fiscal year 2002
 All documents in currency * Display currency USD

GL account

Period	Debit	Credit	Balance	Cum. bal.
Bal. carried...				
1				
2				
3				
4		800,311.00	800,311.00-	800,311.00-
5				800,311.00-
6				800,311.00-
7				800,311.00-
8				800,311.00-
9				800,311.00-
10				800,311.00-
11				800,311.00-
12				800,311.00-
13				800,311.00-
14				800,311.00-
15				800,311.00-
16				800,311.00-
Total		800,311.00	800,311.00-	800,311.00-

Period

Debits and Credits to GL account for each period

Balance and Cumulative Balance for each period

Total GL account balance



Topic 5: GL Account Balance Exception Report



SAP

Account Balance Exception Report

NASA NASA 03/21/2002 14:57 Account Balance

MS10103 2

Company Code NASA Fiscal Year 2002

Account No.	Account Name	Currency	Business Area	Debit Amount	Credit Amount	Account Balance
1010.1100	Fund Bal With Treasury Warrants For Appropriations	USD	62	2,055,252,310.00	30,456,049,575.00-	28,400,797,265.00-
1010.4200	Fund Bal SF215 CY Refunds Errors Corr Canx Checks	USD	62	1,727.00	250.00-	1,477.00
1511.0100	Oper Matls-Sup Store Stock Government Held For Use	USD	62	5.70	12.84-	7.14-
	Reimbursements & Other Income Earned - Collected	USD	62	0.00	1,400.00-	1,400.00-
	Collections For Others	USD	62	2,583.00	30.00-	2,553.00
5991.0000	Accrued Collections For Others	USD	62	11,713.00	2,863.00-	8,850.00
6100.2611	OPEXP Sup & Mat Building Materials	USD	62	0.00	10.45-	10.45-
6100.9997	Discounts Taken	USD	62	0.00	1,600.00-	1,600.00-
6400.1221	OPEXP Health Benfts GS/GM Full-Time Permanent	USD	62	278.00	1,599.00-	1,321.00-
6790.0000	Other Expenses Not Requiring Budgetary Resources	USD	62	2,499.00	0.00-	1,957.00-

*** End of

ZFI_ACCT_BAL_EX_RPT ifmptst INS

GL account number and name

GL Account Balance

Debits and Credits to GL account



Topic 5: Debrief



- Individuals should now be able to accomplish the following:
 - Describe uses of the GL Account Balance and Exception Reports
 - Define the process for accessing the GL Account Balance and Exception Reports in SAP



Topic 6

SF-224 - Statement of Transactions

Topic 6: Overview



- SF-224 - Statement of Transactions
 - Reports NASA's receipts and disbursements for certain periods
 - Custom ABAP report
 - Generated at month end after the completion of specific month-end processes
 - The Management Information Generator produces this report, which is then analyzed by the Financial Information Analyzer



Topic 6: Objectives



- Upon completion of the SF-224 - Statement of Transactions topic, individuals should be able to accomplish the following:
 - Describe uses of the SF-224
 - Define the process for accessing the SF-224 in SAP



Topic 6: SF-224 Report



- SF-224 Report
 - Reflects direct and reimbursable program activities by appropriation, fund, and receipt accounts
 - Used for external reporting to Treasury
- Selection criteria
 - Fiscal year
 - Company code
 - Business area
 - Period



Topic 6: SF-224 Report



Report Edit Goto View Extras Settings System Help

SAP

SF-224 Statement of Transaction

16 2002

	Receipts	Disburse
0..ZZZZZZZZZZZZZZZZZZ		
* Column Totals		
Net Total, Section I		
1. Add: Payment Transactions (Net)		
This Month		
Prior Month		
Total		
2. Deduct: Collections Received		
3. Net total, Section II		
1. Balance of Undeposited Collections		
2. Add: Collections Received This Month		
3. Deduct: Deposits Presented or Mailed		
This Month		
Prior Month		
Total		

Topic 6: Debrief



- Individuals should now be able to accomplish the following:
 - Describe uses of the SF-224
 - Define the process for accessing the SF-224 in SAP



Topic 7

Financial Statements

Topic 7: Overview



- Financial Statements
 - There are five financial statements that reflect the overall financial position of the Agency. They can be generated at the Center or Agency level:
 - Balance Sheet
 - Statement of Net Cost
 - Statement of Changes in Net Position
 - Statement of Budgetary Resources
 - Statement of Financing
 - Report Painter reports



Topic 7: Objectives



- Upon completion of the Financial Statements topic, individuals should be able to accomplish the following:
 - Describe uses of the five Financial Statements
 - Define the process for accessing Financial Statements in SAP

Topic 7: Financial Statements



- Financial Statements

- Agency

- Produced by the External Information Generator and Management Information Generator
 - Legally required by the OMB
 - Independently audited

- Center

- Produced by the Management Information Generator
 - Used for internal purposes
 - Not audited



Topic 7: Financial Statements

Balance Sheet



- Balance Sheet
 - Presents the assets, liabilities, and net position of the reporting entity
 - Must be manually adjusted to a two-column report in order to meet government regulations.

Topic 7: Financial Statements

Balance Sheet



Report Edit Goto View Extras Settings System Help

Balance Sheet

Variation: Business area

* Business area

01 01
21 21
62 62
76 76

Business areas

Balance Sheet Report
Business Area: *

Items

Current FY

Previous FY

Balance Sheet Item	2002	2001
Fund Balance w/ Treasury	0	0
Investments	0	0
Accounts Receivable	1,198,467	(292)
Loans Receivable	0	0
Other	0	0
Intragovernmental Assets	1,198,467	(292)
Cash and Other Foreign Assets	17,476	(0)
Investments	0	0
Accounts Receivable	(343)	(424)
Taxes Receivable	0	0
Loans Rcvbl and Rltd Foreclosed Property	0	0
Inventory and Related Property	0	0
General Property Plant and Equipment	0	0
Other Assets	0	0
Assets with the Public	17,133	(424)
Total Assets	1,215,600	(717)
Accounts Payable	0	0
Debt	0	0
Other	0	0
Intragovernmental Liabilities	0	0
Accounts Payable	0	0
Debt Held by the Public	0	0
Federal Employee and Veteran Benefits	0	0

Assets



Topic 7: Financial Statements

Balance Sheet



Balance Sheet

Variation: Business area
* Business area

01 01
21 21
62 62
76 76

Liabilities

Balance Sheet Report
Business Area: *

Balance Sheet Item	2002	2001
Accounts Receivable	(343)	(424)
Taxes Receivable	0	0
Loans Rcvbl and Rltd Foreclosed Property	0	0
Inventory and Related Property	0	0
General Property Plant and Equipment	0	0
Other Assets	0	0
Assets with the Public	17,133	(424)
Total Assets	1,215,600	(717)
Accounts Payable	0	0
Debt	0	0
Other	0	0
Intragovernmental Liabilities	0	0
Accounts Payable	0	0
Debt Held by the Public	0	0
Federal Employee and Veteran Benefits	0	0
Other Liabilities with the Public	0	0
Liabilities with the Public	0	0
Total Liabilities	0	0
Total Net Position	(24,055,532)	(1,661,354)
Total Liab/Net Position	(24,055,532)	(1,661,354)

Topic 7: Financial Statements

Statement of Net Cost



- Statement of Net Cost
 - Shows the separate components that comprise the net cost of operations for the period.
 - Provides information that can be related to the outputs and outcomes of the various programs and activities.



Topic 7: Financial Statements

Statement of Net Cost



Report Edit Goto View Extras Settings System Help

SAP

Stmnt of Net Cost

Business areas

Program Sub-totals

Statement of Net Costs
Business Area: *

Items	Current FY	Previous FY
Net Cost Item	2002	2001
HEDS - Intragovernmental Costs	4	0
HEDS - Intragovernmental Net Costs	4	0
HEDS - Gross Costs w/ the Public	7,955	227,094
HEDS - Net Costs w/ the Public	7,955	227,094
HEDS - Total Net Costs	7,959	227,094
SS - Intragovernmental Net Costs	0	0
SS - Net Costs w/ the Public	0	0
SS - Total Net Costs	0	0
BPR - Intragovernmental Net Costs	0	0
BPR - Gross Costs w/ the Public	0	318
BPR - Net Costs w/ the Public	0	318
BPR - Total Net Costs	0	318
ES - Intragovernmental Net Costs	0	0
ES - Net Costs w/ the Public	0	0
ES - Total Net Costs	0	0
AST - Intragovernmental Net Costs	0	0
AST - Gross Costs w/ the Public	0	135
AST - Net Costs w/ the Public	0	135
AST - Total Net Costs	0	135
RMB - Intragovernmental Net Costs	0	0
RMB - Gross Costs w/ the Public	28	0

Topic 7: Financial Statements

Statement of Net Cost



Report Edit Goto View Extras Settings System Help

SAP

Stmnt of Net Cost

Variation: Business area

* Business area

01 01

62 62

76 76

Statement of Net Costs

Business Area: *

Net Cost Item	2002	2001
ES - Total Net Costs	0	0
AST - Intragovernmental Net Costs	0	0
AST - Gross Costs w/ the Public	0	135
AST - Net Costs w/ the Public	0	135
AST - Total Net Costs	0	135
RMB - Intragovernmental Net Costs	0	0
RMB - Gross Costs w/ the Public	28	0
RMB - Net Costs w/ the Public	28	0
RMB - Total Net Costs	28	0
NON - Intragovernmental Net Costs	0	0
NON - Net Costs w/ the Public	0	0
NON - Total Net Costs	0	0
MSC - Intragovernmental Net Costs	0	0
MSC - Net Costs w/ the Public	0	0
MSC - Total Net Costs	0	0
NENT - Non-Enterprises Costs	(4)	0
NENT - Total Net Costs	(11)	(0)
Net Cost of Operations	7,975	227,547

Topic 7: Financial Statements

Statement of Changes in Net Position



- Statement of Changes in Net Position
 - Displays changes in two components during the reporting period:
 - Cumulative Results of Operations
 - Unexpended Appropriations
 - Values used in this statement are also reported in other financial statements

Topic 7: Financial Statements

Statement of Changes in Net Position



Changes in Net Position

Report Edit Goto View Extras Settings System Help

Business area: *

Items	Current FY	Previous FY
Net Position Item	2002	2001
Beginning Balances	(24,055,532)	(1,661,354)
Prior Period Adjustments	26,991,060	23,530,591
Beginning Balances, As Adjusted	2,935,529	21,869,237
Appropriations Received	(2,602,216)	(21,867,908)
Appropriations Transferred In/Out	0	0
Other Adjustments (Rescissions)	0	0
Appropriations Used	6,349	5,926
Non-Exchange Revenue	0	0
Donations and Forfeitures of Cash and Ca	0	0
Transfers-in/out Without Reimbursement (0	0
Other Budgetary Financing Sources	0	0
Budgetary Financing Sources	(2,595,867)	(21,861,982)
Donations and Forfeitures of Property	0	0
Transfers-in/out Without Reimbursement (0	0
Imputed Financing From Costs Absorbed by	0	0
Other (+/-)	0	0
Other Financing Sources	0	0
Total Financing Sources - A	6,349	5,926
Total Financing Sources - B	(2,595,867)	(21,861,982)
Total Financing Sources	(2,589,518)	(21,856,056)
Total Intragovernmental Costs	4	0
Total Intragovernmental Revenues	0	0
Net Intragovernmental Costs	4	0

Business areas

- 01 01
- 10 10
- 21 21
- 51 51
- 62 62
- 76 76

Sub-totals

Topic 7: Financial Statements

Statement of Changes in Net Position



Report Edit Goto View Extras Settings System Help

SAP

Changes in Net Position

Variation: Business area
Business area

Net Position Item	2002	2001
Transfers-in/out Without Reimbursement (Other Budgetary Financing Sources	0	0
Budgetary Financing Sources	(2,595,867)	(21,861,982)
Donations and Forfeitures of Property	0	0
Transfers-in/out Without Reimbursement (Imputed Financing From Costs Absorbed by Other (+/-)	0	0
Other Financing Sources	0	0
Total Financing Sources - A	6,349	5,926
Total Financing Sources - B	(2,595,867)	(21,861,982)
Total Financing Sources	(2,589,518)	(21,856,056)
Total Intragovernmental Costs	4	0
Total Intragovernmental Revenues	0	0
Net Intragovernmental Costs	4	0
Total Costs w/ the Public	7,983	227,547
Total Revenues w/ the Public	0	0
Net Costs w/ the Public	7,983	227,547
Non-Enterprise Net Costs	4	0
Net Cost of Operations	7,990	227,547
Ending Balances (less Ops)	338,020	(214,366)
Ending Balances	346,010	13,181

Ending Balances

Topic 7: Financial Statements

Statement of Budgetary Resources



- Statement of Budgetary Resources
 - Provides information about the way in which budgetary resources were made available as well as their status at the end of the period
 - Should be consistent with information reported in other sources:
 - Report on Budget Execution and Budgetary Resources (SF-133)
 - Budget of the United States Government

Topic 7: Financial Statements

Statement of Budgetary Resources



Report Edit Goto View Extras Settings System Help

SAP

Statement of Budgetary Resources

Variation: Business area

Business Areas: *

Business areas

Items	Current FY	Previous FY
Budget Execution Item	2002	2001
Appropriations Received	23,821,562	15,387,517
Borrowing Authority	0	0
Contract Authority	0	0
Net Transfers	0	0
Other	0	0
Budget Authority (1)	23,821,562	15,387,517
Beginning of Period	3,046,308	2,783,120
Net Transfers, Actual	0	0
Anticipated Transfers Balances	0	0
Unobligated Balance (2)	3,046,308	2,783,120
Earned - Collected	23	0
Earned - Receivable From Federal Srcs	1,184,885	(29,854)
Chng In Unflld Cust Ord - Advcd Rcvd	203	0
Chng In Unflld Cust Ord - W/o Advcd Fed	1,153,609	59,238
Anticipated For Rest of Yr W/o Advances	3,281,548	13,450
Transfers from Trust - Collected	0	0
Transfers from Trust - Anticipated	0	0
Spending Authority - Offsetting Collects	5,620,268	42,834
Subtotal (1-3)	32,488,138	18,213,471
Actual	0	0
Anticipated	0	0
Recoveries for Prior Year Obligations(4)	0	0
Tmp Unavail Pursuant to Public Law(5)	0	0
Cancellation of Expired and No-Yr Accts	0	0
Enacted Rescissions	0	0
Capital Transfers / Redemption of Debt	0	0
Other Authority Withdrawn	0	0
Pursuant to Public Law	0	0
Anticipated for Rest of Year	0	0

Topic 7: Financial Statements

Statement of Budgetary Resources



Report Edit Goto View Extras Settings System Help

Statement of Budgetary Resources

Variation: Business area

* Business area

Statement of Budgetary Resources
Business Areas: *

Budget Execution Item	2002	2001
Direct - Exempt from Apportionment	0	(750,844)
Reimbursable - Category A	0	(750,844)
Reimbursable - Category B	(97)	(653,033)
Reimbursable - Exempt from Apportionment	0	(750,844)
Obligations Incurred - Subtotal (8)	(242,136)	(4,407,255)
Apportioned - Balance, Currently Avail	(23,538,546)	(14,026,493)
Apportioned - Anticipated	(1,006,768)	(11,834)
Exempt from Apportionment	0	0
Unobligated Balance	(24,545,314)	(14,038,327)
Apportioned for Subsequent Periods	0	0
Deferred	0	0
Withheld Pending Rescission	(2,217,671)	(993,196)
Other	(7,842,575)	(4,122,861)
Unobligated Balance Not Available	(10,060,247)	(5,116,057)
Total Status of Budgetary Resources	(34,847,697)	(23,561,639)
Obligated Balance, Net, Begin of Prd	(103,954)	(359,679)
Obligated Balance Transferred, Net	0	0
Accounts Receivable	1,192,349	(14,927)
Unfilled Customer Orders from Fed Srcs	1,138,799	29,619
Undelivered Orders	88,371	(97,812)
Accounts Payable	(271,445)	(276,559)
Obligated Balance, Net, End of Prd	2,148,074	(359,679)
Disbursements	246	(2,103)
Collections	226	0
Outlays	472	(2,103)
Offsetting Receipts	(1,202,482)	(6,609)
Net Outlays	1,202,953	4,506

Topic 7: Financial Statements

Statement of Financing



- Statement of Financing
 - Shows the reconciliation of the proprietary accounts to the budgetary accounts (obligations to costs)
 - Reports any transactions that may not be fully represented on either the budgetary or proprietary sides.

Topic 7: Financial Statements

Statement of Financing



Report Edit Goto View Extras Settings System Help

Stmnt of Financing

Variation: Business area

* Business area

01 01
10 10
21 21
62 62
76 76

Business areas

Statement of Financing
Business Areas: *

Items	Current FY	Previous FY
Statement of Financing Item	2002	2001
Obligations Incurred - [E-B]	(71,773)	(374,371)
Obligations Incurred - [E]	(1)	0
Spending Authority - [E-B]	2,323,973	7,346
Spending Authority - [E]	23	0
Obligations Net Offsetting Colls & Recvs	(2,395,770)	(381,717)
Offsetting Receipts - [E]	(1,202,482)	(6,609)
Net Obligations	(1,193,288)	(375,108)
Donations and Forfeitures - [E]	(223)	(5)
Net Other Resources Used to Fin Acts	(223)	(5)
Total Resources Used Finance Activities	(1,193,511)	(375,113)
Change Budgetary Rsrcs Oblig'd - [E-B]	1,054,765	(83,002)
Change Budgetary Rsrcs Oblig'd - [E]	(1)	0
6790 Other Expenses Not Req Bdgtry	11	(1)
2160 Entitlement Benefits Due/Paybl	0	0
2190 Other Accrued Liabilities	(2)	0
2220 Unfunded Leave	(458)	(1)
2225 Unfunded FECA Liability	(6)	(2)
2290 Other Unfunded Employment Related L	(3)	(3)
2610 Actuarial Pension Liability	0	0
2620 Actuarial Health Insurance Liabilit	0	0
2630 Actuarial Life Insurance Liability	0	0
2650 Actuarial FECA Liability	0	0
2690 Other Actuarial Liabilities	0	0
2920 Contingent Liabilities	(5)	(5)
2940 Capital Lease Liability	0	0
2960 Accounts Payable Canceled	0	0
2990 Other Liabilities	(1)	(1)
2995 Estimated Cleanup Cost Liability	(1)	(1)

Topic 7: Financial Statements

Statement of Financing



Report Edit Goto View Extras Settings System Help

SAP

Stmnt of Financing

Variation: Business area

* Business area

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Statement of Financing
Business Areas: *

Statement of Financing Item	2002	2001
Total Rsrcs to Finance Net Cost Ops	(2,248,904)	(292,061)
Increase in Annual Leave Liability (Pre	0	0
Increase in Environmental and Disposal L	0	0
Increase in Exchange Revenue Receivable	0	0
2190 Other Accrued Liabilities	0	0
2225 Unfunded FECA Liability	0	0
2290 Other Unfunded Employment Related L	0	0
2610 Actuarial Pension Liability	0	0
2620 Actuarial Health Insurance Liabilit	0	0
2630 Actuarial Life Insurance Liability	0	0
2650 Actuarial FECA Liability	0	0
2690 Other Actuarial Liabilities	0	0
2920 Contingent Liabilities	0	0
2940 Capital Lease Liability	0	0
2960 Accounts Payable Canceled	0	0
2990 Other Liabilities	0	0
Other	0	0
Total Net Cost of Ops w/ Rsrc Requiriemen	0	0
Depreciation and Amortization (Previous	0	40
Other	23	(1)
Total Net Cost of Ops w/o Rsrc Requireme	23	40
Total Net Cost of Operations Components	23	40
Net Cost of Operations	(2,248,881)	(292,022)

Topic 7: Debrief



- Individuals should now be able to accomplish the following:
 - Describe uses of the five Financial Statements
 - Define the process for accessing Financial Statements in SAP



End of Course Review

Review Objectives & Expectations



- Everyone here should now be able to:
 - Utilize SAP R/3 and BW for reporting requirements
 - Understand when and how to use some of the SGL reports offered in SAP R/3 and BW:
 - Transaction Register
 - Trial Balance
 - GL Account Balance and Exception Reports
 - SF-224 – Statement of Transactions
 - Financial Statements



Available Resources



- SAP Practice Training Instance
- OLQR
- Super-users within each department
- Job Aids



Extra Practice - SAP Training Instance



- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.

Congratulations!

Training Course Feedback



- The on-line training course feedback will:
 - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
 - Launch your Web Browser
 - Enter the following URL address:
<http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7>
 - Complete and submit feedback by following the directions within the on-line form

